

2018 AmeriCorps State and National Symposium

Call for Workshop Proposals

I. Introduction

The Corporation for National and Community Service (CNCS) is seeking proposals from current AmeriCorps State and National prime grantees to present 90-minute workshops at the 2018 Symposium, September 12-14.

II. Symposium Purpose and Outcomes

Each year, CNCS delivers a multi-day Symposium for leaders of State Service Commissions, multi-state programs, programs operating in a territory without a commission, tribal programs, and tribal planning grantees. The Symposium is particularly beneficial for executive directors and staff who are new to AmeriCorps. The Symposium offers an opportunity to learn more about grant requirements and best practices, build relationships with CNCS staff at all levels, and network with colleagues from a variety of programs. The event is designed to build the AmeriCorps network and strengthen programming and service experiences across the country.

III. Target Audiences

Symposium participants include executive directors, program officers, and financial officers who manage AmeriCorps funds and programs. They range in levels of experience from brand new on the job to advanced and long-tenured leaders in the national service field.

IV. Request for Workshop Proposals

- A. *Who should submit a proposal?*** Leaders of national/multi-state programs, tribal programs, and state commissions are invited to submit workshop proposals for the 2018 Symposium. Ideally, the proposed presenter(s) will already be attending the Symposium. However, there are limited funds available to support guest speakers if a staff member or external trainer is proposed who would not ordinarily attend the Symposium.
- B. *What are the desired topic areas for the Symposium?*** The agenda-at-a-glance is posted at [this link](#); proposals are requested for topics not included in the agenda and that focus on improving the AmeriCorps member experience, AmeriCorps program management, marketing and outreach for potential AmeriCorps members and community partners, and/or national service leadership development.
- C. *Is new training material required for the Symposium?*** No, it is not expected that the workshops proposed will provide new content. Presenters may choose to share training material they have designed and delivered in the past for commission or program staff, AmeriCorps members, site staff, board members, etc.
- D. *How will the presenters benefit from providing a workshop at the Symposium?*** Presenters may benefit from leading workshops for colleagues in the field to refine existing training content, share evaluation or program results, and test new training material. This is also a great opportunity to showcase and improve training skills for program and commission staff.
- E. *How will Symposium attendees benefit from learning from their colleagues?*** One of the great opportunities provided by the annual Symposium is the assembly of all leaders of AmeriCorps State and National grantees. With that in mind, Symposium attendees will benefit from seeing their colleagues in action as trainers and having time in the workshop to expand their knowledge of a particular type of program, training approach, or service leadership skill. With so much expertise in the national service network, it will be a unique and powerful training opportunity to share in this way.

V. How to Submit a Workshop Proposal

To submit a workshop proposal, click this link and follow the online instructions:

<https://www.surveymonkey.com/r/SymPresent>.

Proposals will include: proposed workshop title, target audience, workshop description, workshop learning objectives, and presenter(s) details.

Workshop proposals are **due no later than 5:00 pm Eastern on Wednesday, July 11, 2018.**

VI. Workshop Proposal Selection Process and Timeline

CNCS staff will review proposals based on these criteria:

- A. Relevance to the Symposium purpose and target audiences
- B. Connection to the desired topic areas and agenda-at-a-glance
- C. Balance of content and group interaction proposed
- D. Applicability and transferability of the workshop content for Symposium attendees
- E. Presenter(s) experience and training credentials

Presenters will be notified of the status of their proposals no later than Friday, July 20, 2018. The Symposium planning team will work with selected presenters to prepare materials, complete the Symposium registration process, and confirm all logistical needs for the presentation.

Thank you for your interest in submitting a workshop proposal for the 2018 AmeriCorps State and National Symposium. If you have questions or require additional information, please contact the Symposium lead at ASNInformation@cns.gov.